



City of Minneapolis

CAREER OPPORTUNITIES BULLETIN

Week of March 23, 2015

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Business Application Manager – Exam #2015-00066 / Annual Salary \$61,615 - \$84,790

The Assessor's Office is hiring for a Business Application Manager who is responsible for the management of Computer Aided Mass Appraisal (CAMA) models, data analysis and integrity, and recommending appropriate market value adjustments. This position acts as the Department's liaison with the IT Department and is integral to the implementation and management of computer hardware and software. **REQUIRED QUALIFICATIONS:** **Education:** Bachelor's Degree in Real Estate, Statistics, Computer Science, Geography/GIS or a closely related field or equivalent experience. **Experience:** Three years' experience working in appraisal and assessment of real estate, data analysis, and non-linear regression, or geographic information science. **Licenses/Certifications:** Ability to obtain the Minnesota State Assessor's License – CMA within three years and AMA by 2019. Valid Driver's License. **Equivalency:** An equivalent combination of related education/experience may be considered. To view this posting and apply online, please visit www.ci.minneapolis.mn.us/jobs/ **Applications accepted through Friday, March 27, 2015.**

Enterprise Contract Administrator – Exam #2015-00039 / Annual Salary \$68,357 - \$85,718

There is currently one exempt, full-time Enterprise Contract Administrator vacancy to be filled in the Finance Department. Responsible for coordinating the enterprise-wide administration of contracts management and enforcement of contract compliance to established Statutes, Ordinances and the City of Minneapolis procurement policies and procedures. **REQUIRED QUALIFICATIONS:** **Education:** Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. **Experience:** Four years of contract management experience that includes a minimum of two years in a supervisory capacity. **Licenses/Certificates:** Certification from a national purchasing/contracting agency such as National Contract Management Association (NCMA), Institute for Supply Management (ISM) or the National Institute of Government Purchasing (NIGP) or equivalent. **Equivalency:** An equivalent combination of related education and experience may be considered. To view this posting and apply online, please visit www.ci.minneapolis.mn.us/jobs/ **Applications accepted through Wednesday, March 25, 2015.**

Equity and Inclusion Program Coordinator – Exam 2015-00061 / Annual Salary: \$61,512 - \$84,403

Under the supervision of the Manager of Equity and Inclusion, the Equity and Inclusion Program Coordinator provides leadership and coordination for the development, implementation, monitoring, and measurement of the City's equity and inclusion efforts working toward the elimination of racial and placed-based disparities within the community. **Qualifications:** **Education:** Bachelor's Degree in a related field or equivalent. **Experience:** Five years of experience in a position performing related duties. **Equivalency:** An equivalent combination of related education and/or experience may be considered. **Applications accepted through March 25, 2015.**

IT Service Desk Agent II – 2015-00065/Salary \$20.72 – 28.59 hourly

There are currently five (5) full-time vacancies in the IT department for Service Desk Agent II. Serves as the IT department central point of contact in a help desk environment to provide triage and level 1 technical support, analysis, troubleshooting and escalations related to computer systems, hardware, or software. Enter position information. **Qualifications:** **Education:** High School Diploma or Equivalent. **Experience:** One year of experience in IT Help Desk or customer service environments. **Licenses and certifications:** A+ Certification or equivalent, Additional IT-related training or certifications **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through March 29th, 2015.**

The City of Minneapolis is an Equal Opportunity Employer

IT Deskside Support Technician II – 2015-00069/Salary \$21.80 - \$30.77 hourly

There are currently four (4) full-time vacancies in the IT department for IT Deskside Support Technician II. Provides on-going remote and on-site level 2 technical support, analysis and troubleshooting for desktop and laptop computers, hardware, software and all IT peripherals devices in the City environment. **Qualifications:** **Education:** High School Diploma or Equivalent. **Experience:** 3 or more years of hands-on technical experience of laptop and desktop hardware/software break-fix and support in a mid-large size enterprise. **Licenses and certifications:** A+ Certification or equivalent, Valid Driver's license is required, Additional IT-related training or certifications are a plus, but not required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through March 29th, 2015.**

Leadership Development and Change Manager – 2015-/Salary \$71,730 - \$92,261

Design and implement leadership development programs based on sound adult learning theory, consult with senior leaders to execute large-scale business initiatives using sound change management practice and tools; collaborate with the Workforce Planning Manager and other Human Resources staff in identifying leadership development curriculum using a talent management approach to develop, engage and retain current and future leaders. **Qualifications:** Bachelor's Degree in Training and Development, Organization Development, I/O Psychology, Organization Behavior, Business Management; Human Resource Development, or a related field. **Graduate degree preferred.** Five years of related experience, which includes training facilitation, organizational development consultation, and consulting with senior management. **Applications accepted through March 25, 2015.**

Manager, Equity and Inclusion – Exam 2015-00043 / Annual Salary: \$81,793 - \$100,294

Provide leadership and coordination for the development, implementation, monitoring and measurement of the City's equity and inclusion efforts working toward the elimination of racial and placed-based disparities within the community. **Qualifications:** **Education:** Bachelor's Degree in a related field. **Experience:** At least five years of related experience, in a position requiring comparable work, including experience in a lead role creating transformational change in a complex organization. **Equivalency:** An equivalent combination of related education and/or experience may be considered. **Applications accepted March 25, 2015.**

Membrane Treatment Plant Supervisor – 2015-00026 / Salary: \$75,326 - \$82,311

Ensure the continuous, economical and efficient operation and maintenance of the water treatment plant facilities. Supervise and coordinate the work of plant operation and maintenance staff. **Qualifications:** **Education:** High School Diploma or equivalent and completion of 30 college semester hours or 136 continuing education units of post-secondary technical training in any of the following: Water Environmental Technologies, Mechanical systems/rotating machinery, Hydraulics, Industrial electrical systems, Industrial electro-mechanical control systems, Commercial Heating, Air Condition and Refrigeration Plumbing, or equivalent. Bachelor's Degree in relevant field such as engineering or chemistry preferred. **Experience:** Six years' experience in water treatment plant(s) or wastewater treatment plant(s) with heavy emphasis on plant maintenance, operations, and chemical treatment. Or an equivalency of Two years or more as a part of the management of a Class A or B Water Supply System or a Class A or B Wastewater Facility may be substituted for the post-secondary training requirements. **LICENSES/CERTIFICATIONS:** Minnesota Class 'A' or 'B' Water Supply System Operator Certificate or equivalent from other State Valid Driver's License at time of hire HAZWOPER Technician Level Certification within 12 months of hire. **Applications accepted through April 30, 2015.**

Principal Appraiser – Exam #2015-00068 / Annual Salary \$71,029 - \$85,337

There is currently one (1) vacancy to be filled in the Assessor's Office. Perform specialized assessment appraisal work for the most complex properties located within the Central Business District of the City. **REQUIRED QUALIFICATIONS:** **Education:** Bachelor's Degree in Real Estate, Engineering, or a related field, or equivalent. **Experience:** Three years of assessment and valuation experience, or significant fee experience that includes valuing commercial/industrial property, or significant real estate brokerage and commercial sales experience. **Licenses/Certifications:** Accredited Minnesota Assessor (AMA) with Senior Accredited Minnesota Assessor (SAMA) certification within 24 months of hire. Valid Driver's License. **Equivalency:** Accredited Minnesota Assessor or General Associate Member of the Appraisal Institute with MAI Status or Certified Minnesota General Appraiser. You must achieve Senior Accredited Minnesota Assessor status within 24 months of hire. To view this posting and apply online, please visit www.ci.minneapolis.mn.us/jobs/ **Applications accepted through Monday, March 30, 2015.**

Stock Worker – Exam #2015-00059 / Hourly Salary \$17.64 - \$23.93

There is currently one (1) full-time vacancy to be filled in the Finance & Property Services Department. Assist with the ordering, receipt, storage and distribution of supplies, materials and equipment, including the maintenance of related records. **REQUIRED QUALIFICATIONS:** **Education:** High School Diploma or equivalent. **Experience:** One year of experience in a computerized stockroom performing duties similar to those listed above. **License:** Valid Driver's License. **Working Conditions:** Warehouse facilities with exposure to noise; dust/dirt; some exposure to inclement weather conditions. This position requires the ability to do heavy physical labor which includes the ability to push/pull/lift/carry heavy items weighing up to 100 lbs.; ability to climb stairs and ladders; ability to reach, balance, bend, stoop, twist and crouch. To view this posting and apply online, please visit www.ci.minneapolis.mn.us/jobs/ **Applications accepted through Wednesday, March 25, 2015.**

CITY EMPLOYEES ONLY

Engineering Technician III – Traffic Engineering - Exam #2015-00072 / Salary \$21.38 - \$30.17 Hourly

Perform specialized high level technical support and design work, act as a liaison with other parties for the Professional Engineer in the field, and act as lead worker on a field crew performing construction inspection underground utility locating and asset inventory.

Qualifications: **Education:** Eighteen months of post high school training in Civil Engineering Technology or equivalent training in Civil Engineering Survey work. **Experience:** three years of related experience performing civil engineering and related technical work. **Licenses/Certifications:** Valid Driver's License. **Applications accepted through March 27, 2015.**

Senior City Planner – 2015-00060/Salary \$57,388 - \$79,000

Perform professional planning work requiring excellent analytical and communication skills in planning processes of moderate to substantial difficulty. **Qualifications:** Bachelor's degree in Urban, Regional or Community Planning, Architecture, Landscape Architecture, or related field. Three years of related professional experience. **Applications accepted through March 25, 2015.**

Senior Construction Management Specialist – 2015-00073/Salary \$56,294 - \$77,462

Perform professional work evaluating and documenting building conditions and the presence of blight in perspective and current redevelopment projects and tax increment districts. Coordinate construction and inspection functions in the process of acquiring, developing, improving, and maintaining properties within the City of Minneapolis. **Qualifications:** Bachelor's degree or equivalent. Eight years of experience that demonstrates substantial knowledge of the construction industry and related activities. **Applications accepted through March 25, 2015**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.